

**Twelfth Triennial Convention  
Women of the ELCA  
September 19-21, 2023  
Phoenix, Arizona**

**OFFERINGS COMMITTEE**

(Chair plus synodical treasurers)

**Purpose of the committee:**

1. To count the offerings received at the triennial convention of Women of the ELCA.
2. To assist as needed the assigned resource person. See description under "Resource Person" below.

**Duties of the chair:**

1. To attend a pre-convention orientation for business committees, on-site. (Time and place to be determined.)
2. To call all committee meetings.
  - a. Set time of committee meetings.
  - b. Obtain room assignment for committee meetings from the churchwide staff.
  - c. Notify members and resource person(s) individually of the time and place of these meetings.
3. To convene the meeting to explain the purpose of the committee, its duties and the amount of time available for completing them.
4. To prepare the report of the committee, making five hard copies and one thumb drive and hand them to the page in front of the stage prior to entering the stage to make your report.
5. To present the reports of the committee to the triennial convention, as scheduled on the business plenary agenda or requested by the presiding officer.
6. To write an evaluation of the committee's work, including the work accomplished and suggestions for improved committee procedures; and to submit this written report at the end of the convention to the convention office.
7. To be bonded.

**Duties of the committee members:**

1. To attend the pre-gathering orientation meeting. (Time and place to be determined.)
2. To be on the alert for notices of committee meetings and attend all meetings.
3. To count and record the offerings.
4. To assist the chair, when requested, in preparing the reports of the committee to the triennial convention.

**Staff resource person:**

A churchwide staff resource person is assigned to this committee. While the chair of this committee is to be bonded, this resource person is the primary bonded person in the process and oversees the committee operation. She is not a member of the committee but must participate in all committee meetings. Therefore, she must be notified of the time and place of all such meetings.

**Materials to be provided:**

Adding machine or calculator. Committee members are encouraged to bring a calculator or a smart phone with calculator app.